

Corporate Credit Card Usage Policy

Objective

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to use of Corporate Credit Cards.

The objective of this policy is to:

- Fulfil all statutory requirements of the Local Government Act with respect to the use of Corporate Credit Cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of Corporate Credit Cards.
- Reduce the risk of fraud and misuse of the corporate credit card.

Scope

This policy applies to any Council Officers issued and involved in the development, implementation, reconciliation and approval of Corporate Credit Cards.

Policy Statements

The City's Executive approve the following principles and procedures to ensure:

A. Principles:

- Transparency in Council's use of Corporate Credit Cards; and
- Council's financial resources are managed with integrity and diligence.

B. Procedures:

(1) Custodianship & Conditions of Use:

Corporate credit cards will be held by the below mentioned custodians. Credit cards are only to be used under direction of the Chief Executive Officer and/or an Executive Director where:

- Payment is required to be made via credit card; and/or
- A Purchase Order is not appropriate, for example:
 - One-off purchases where credit facilities do not exist;
 - Immediate payment is a condition of purchase.

The City of Albany will hold six (6) credit cards, the custodians for which shall be:

Chief Executive Officer	Monthly Limit	\$10,000
Executive Director Community Services	Monthly Limit	\$10,000
Executive Director Corporate Services	Monthly Limit	\$10,000
Executive Director Development Services	Monthly Limit	\$10,000
Executive Director Infrastructure and Environment	Monthly Limit	\$10,000
Personal Assistant to Mayor and Councillors	Monthly Limit	\$8,000

A corporate credit card may be issued on a temporary basis to an officer acting in one of the above roles for periods in excess of three (3) months.

Corporate credit cards will be used for Council business only and where normal purchasing guidelines are not appropriate.

Credit card expenditure is reported at the Ordinary Council Meetings on the 'List of Accounts for Payment'. Any expenditure under \$200.00 will be aggregated and reported as sundry.

(2) Restrictions

- Corporate credit cards are not to be used for personal expenses under any circumstances.
- Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.
- The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of City of Albany.
- The credit limit of the credit card is not to be exceeded.
- For employees that are no longer entitled to a corporate credit card, the card must be returned to the Corporate Services Directorate – Finance Team for appropriate destruction and cancellation.
- Cancellation of corporate credit cards will be made within 30 days of the Finance Team receiving the surrendered card or as requested by Delegated Officers.

(3) Reconciling Monthly Statements

Within five (5) working days of receiving the credit card statement:

- Each cardholder will be issued with a statement listing all their transactions. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
- The cardholder (credit card custodian) is responsible for reconciling the credit card statement, with all invoices/receipts attached and signing the statement.
- If an invoice or a receipt cannot be provided, then as much detail about the transaction must be provided, to be used to support the payment when required. (Date, Company, Address, ABN, Amount, any GST included).
- The description of each transaction must be detailed, examples of what to provide are as follows:

Type	Description Examples
<i>Accommodation</i>	Reason for stay (I.e. training course), employee name, dates, location.
<i>Training and Education</i>	Course name, employee name, dates, location.
<i>Travel (Flights, Taxi Fares)</i>	Reason for flights (I.e. training course), employee name, dates.
<i>Meals (Meetings, Training)</i>	Where, why meal has occurred, employee/councillors name, name of outside person/business attending a meeting.
<i>Subscriptions (Spotify, Mail Chimp, Software)</i>	Department name, what subscription is for, length of subscription.

- In some cases, a more detailed explanation of why the expense was occurred and/or a Statutory Declaration may be requested, with the transaction referred to the Manager Finance for approval purposes.
- If a lack of supporting information or detailed explanation is a regular occurrence, the cardholder may be refused access to a credit card.
- Transactions must be accompanied by an account/job number for costing purposes. Any credit card fees and charges will be costed by the Finance Department.

- All transactions requested by officers other than the cardholder or the cardholder's personal assistant (if applicable) must complete the Purchasing Authorisation Form (attached).
- The signed corporate credit card statement and all supporting documentation are to be given to the Chief Executive Officer for certification. The Chief Executive Officer's signed corporate credit card statement and all supporting documentation will be provided to the Mayor for certification.
- Once certified, all documentation is submitted to the Finance Department for processing.

Legislative and Strategic Context

The *Local Government Act 1995* is also complemented by guidelines and handbooks produced by the Department of Local Government (WA):

- *Local Government Act 1995*, s2.7(2)(a) and (b).
- *Local Government Act 1995*, s6.5(a).
- *Local Government (Financial Management) Regulations 1996*,:
 - Regulation 5; and
 - Regulations 11(1)(a), 12(1) and 13.
- Commonwealth Bank of Australia, Current Terms and Conditions for Business Finance, Sections:
 - A. Conditions for all Facilities; and
 - B.7 Card Products, Issued 30 April 2018.

Note: Current version can be accessed via below link:

<https://www.commbank.com.au/important-info/business/business-finance.html>

Business Finance, Terms and Conditions

Review Position and Date

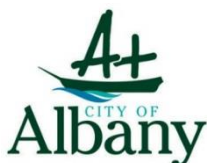
This policy was originally approved by the Executive Management Team on 18 July 2012. This policy must be reviewed and evaluated every two years from date of adoption.

Refer to the version control page for a history of amendments.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- **Attachment 1:** Corporate Credit Card Purchasing Authorisation Form
- **Attachment 2:** Corporate Credit Card Cardholder Approval and Acknowledgement Form



Corporate Credit Card Purchasing Authorisation Form

Cardholder's Name: _____

Position: _____

Requesting Officer: _____ Date: _____

Company/Supplier: _____

Amount: _____ GL Account: _____

Description: _____

Acknowledgement by Requesting Officer

I acknowledge and agree to the following conditions upon requesting the above payment to be processed via Corporate Credit Card:

1. *I have read and agreed to the Corporate Credit Card Usage Policy and all of its procedures.*
2. *I understand that individual purchasing limits apply and that the requested transaction is not above my authorised spending limit.*
3. *I will retain all original supporting documentation that meets the requirements of a Tax Invoice for presentation to the relevant officer.*
4. *I will only request transactions for Council business use and where normal purchasing guidelines are not appropriate.*
5. *If I misuse the Corporate Credit Card through this transaction (i.e. use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action, up to and including dismissal.*
6. *I will ensure that all Occupational Health & Safety requirements are complied with for all purchases.*

Name: _____

Title: _____

Signature: _____ Date: _____

Below to be completed by Cardholder/transaction processing officer.

Transaction Amount: _____ Date: _____

Processed By: _____

Comments: _____



Corporate Credit Card Cardholder Approval and Acknowledgement Form

Cardholder's Name: _____

Position: _____

Credit Limit (Monthly): _____

Acknowledgement

I acknowledge receipt of the City of Albany Corporate Credit Card and agree that:

1. *I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.*
2. *I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person other than my personal assistant (if applicable) due to the nature of their role.*
3. *If the Corporate Credit Card is lost or stolen, I will immediately report it missing to the Financial Institution that has issued the card, and will also inform the Finance Manager.*
4. *If my position with the City of Albany changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.*
5. *I will retain all original supporting documentation that meets the requirements of a Tax Invoice for presentation to the relevant authorising officer.*
6. *I will ensure that all Occupational Health & Safety requirements are complied with for all purchases.*
7. *If I misuse the Corporate Credit Card (i.e. use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action, up to and including dismissal.*
8. *I acknowledge that the Financial Institution issuing the card has its own terms and conditions and have read and agreed to those as issued with the card and updated from time to time.*

Name: _____

Signature: _____ Date: _____

As the Cardholders Personal Assistant, I agree to the terms and conditions as outlined above.

Personal Assistant (PA): _____

PA Signature: _____ Date: _____

CEO / Mayoral Approval: _____

Signature: _____ Date: _____

Document Approval			
Document Development Officer:		Document Owner:	
Manager Finance		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	NP1883784		
Status of Document:	Administrative decision: Reviewed & Approved.		
Quality Assurance:	Executive Management Team		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Executive Director Community Services	Approved. EMT Reference: AM1225273 Item (3) - 18/07/2012	18/07/2012
1.1	Manager Finance Manager Governance & Risk	Reviewed. Amendments <ul style="list-style-type: none"> - Change of title from Executive Director Corporate Services to Deputy Chief Executive Officer - Change of limits and additional cardholder (General Manager Forts) - Additional reconciliation step, appended: <i>The signed corporate credit card statement and all supporting documentation are then to be given to the Chief Executive Officer or Deputy Chief Executive Officer for certification.</i> 	21/03/2014
1.2	Manager Finance	Amended: <ul style="list-style-type: none"> - Change of title from Deputy Chief Executive Officer to Executive Director Corporate Services. - Removed Deputy CEO as an approving authority. - Changed spending limits for Mayor to \$10,000 (Approved by CEO). 	17/09/2015
1.3	Financial Accountant	Amended: <ul style="list-style-type: none"> - Added Executive Manager Community Services. - Changed number of cardholders to seven (7). 	22/06/2016

Version	Author	Version Description	Date Completed
1.4	Manager Finance	<p>Approved. EMT Reference: AM1876167 Item 4.4 – 17/01/2018</p> <p>Amended:</p> <ul style="list-style-type: none"> - Additional procedure step: <i>A corporate credit card may be issued on a temporary basis to an officer acting in one of the above roles for periods in excess of three (3) months.</i> - Removed Mayor as an approved cardholder and added Personal Assistant to Mayor and Councillors. - Change of title from Executive Director Planning and Development to Executive Director Development Services. - Change of title from Executive Director Works and Services to Executive Director Infrastructure and Environment. - Change of title from Executive Director Economic Development and Commercial Services to Executive Director Community Services. - Changed all Executive Director's spending limits to \$10,000. - Changed number of cardholders to six (6). 	18/01/2018
1.5	Manager Finance	<p>Approved. EMT Reference: AMT1883390. Synergy Ref: NP1225331_5.</p> <p>Amended:</p> <ul style="list-style-type: none"> - Formatting of policy to bring into line with the 'Corporate Document Development and Review Procedure'. - Additional procedure steps added as per recommendations outlined by Office of the Auditor General Western Australia in the 'Controls Over Corporate Credit Cards' report dated 7 May 2018. - Addition of Purchasing Authorisation Form. 	03/07/2018
1.6	Manager Governance & Risk	<p>Minor administrative amendments (formatting and layout) only. Synergy Ref:</p>	16/07/2018